



DELAWARE JUDICIARY DELAWARE SUPREME COURT

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules)

Posting #AOC1003N15

JUDICIAL CASE PROCESSOR I

****This is a Career Ladder series****

Opening Date: October 23, 2015 **Closing Date:** October 30, 2015
Salary: \$23,986 - \$30,202 (Minimum – 101% of Midpoint) Pay Grade 6*
Recruiting For: Delaware Supreme Court
Location: City of Wilmington (Please check this location on your application)

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: This is the entry level of case processing work within the Delaware Supreme Court learning the legal processes and procedures and performing the full range of processing activities of limited complexity. An employee will become eligible for consideration to move to the next level of the career ladder – Judicial Case Processor II – after one year within this classification and once he or she meets the minimum qualifications, performance requirements for the higher level, possesses the ability to perform at that level, and funding permits.

Nature and Scope:

- Receives on-the-job training and attends training classes.
- Learns court operations, automated systems, and the application of the rules, laws, policies, and procedures of standard case activity.
- Receives incoming Supreme Court documents and processes case files which may be large and bulky; files all cases in five-drawer filing cabinets.
- Processes legal documents of limited complexity.
- Performs basic entries in automated case management systems.
- Assists higher level staff in processing more complex case activities and legal documents.
- Regular contacts are with litigants, agency staff, and other judicial/legal office staff for the purpose of gathering and relaying information in processing case documents.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.” Resumes may not be substituted for the application.

1. Experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.
2. Experience in record keeping which includes maintaining records, logs, and filing systems.
3. Experience in using an automated information system to enter, update, modify, delete, retrieve/inquire, and report on data.
4. Ability to perform heavy lifting of documents and files up to approximately 50 pounds.
5. Ability to communicate courteously and effectively, both verbally and in writing.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and review the complete job announcement, then click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us (**preferred method**)

2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:

Administrative Office of the Courts
The Renaissance Centre
405 N. King Street, Suite 507
Wilmington, DE 19801-3700

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary
An Equal Opportunity and Affirmative Action Employer**